

Grant and Per Diem Fiscal Year(FY) 2022 Capital Grant Notice of Funding Opportunity (NOFO)

WebEx Recording Link **Part 1: Capital NOFO Overview**

<https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=4117eb15c82c2f85943be4fc3f6540af>

[D=4117eb15c82c2f85943be4fc3f6540af](https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=4117eb15c82c2f85943be4fc3f6540af)

Password: Homeless1!

WebEx Recording Link **Part 2: Capital Application Demo**

<https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=b93744715cd0a3146aa13e4a6fee6011>

[CID=b93744715cd0a3146aa13e4a6fee6011](https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=b93744715cd0a3146aa13e4a6fee6011)

Password: Homeless1!

Objectives

- Provide an overview of the GPD Capital Grant
- Participants will learn about the requirements of the FY 2022 Capital NOFO
- Participants will learn about the GPD application process through SmartSimple

Agenda

- NOFO Information
 - Funding Opportunity Description
 - Award Information
 - Eligibility Information
 - Application and Submission Information
 - Application Review Information
 - Award Administration Information
- Resources

Funding Opportunity Description



- VA announces the availability of approximately \$75 million in capital grants to increase safety and reduce risk for homeless Veterans in GPD transitional housing
- This funding will allow current GPD grantees to improve the transitional housing they offer to Veterans resulting in fewer less congregate transitional housing and more individual unit style housing
 - Capital grants to support acquisition, construction or rehabilitation of real property to create individual living units in GPD while reducing GPD shared living portfolio

Funding Opportunity

-
- Funding is offered to current GPD grantees only
 - “Current GPD grantee” includes PDO transitional housing projects only
 - A current GPD grantee is an organization that has an active GPD grant under NOFO VA-GPD-PDO-FY2020, and that is eligible for an option year award starting October 1, 2021
 - Transition in Place (TIP), Service Centers, Special Need grants and Case Management grants not eligible for funding



Funding Opportunity Description

- Funds provided through this *NOFO are not to support per diem costs, services costs or the cost of operating transitional housing beds for Veterans*
- Each application must be for the improvement of some or all the GPD beds currently associated with the active GPD PDO grant
 - Temporary sites are not eligible for improvement under this NOFO

Funding Opportunity Description

- Beds that were selected for funding under GPD's previous capital NOFO VA-GPD-CG-FY2021 are not eligible
 - Even if the previous funding is declined by the applicant
 - Only beds that were *not* part of an application submitted under GPD's previous capital NOFO and *not* selected for funding under that NOFO are eligible under this NOFO
- Each application may request a maximum amount not to exceed \$75,000 total costs, per GPD bed, and no more than \$4.5 million total costs per application
- Upon completion of the project, will be changed from a bed in a shared space to a bed in a private room with a private bath (min 120 sq. ft.)

Funding Opportunity Description

- The number of beds proposed to be changed from a bed in a shared space to a bed in a private room (with a private bath) with funds from this capital grant may be less than, but must not exceed, the total number of beds authorized under the GPD PDO grant
- Upon completion of the project, the GPD beds must continue to be in the same VAMC catchment area as the active GPD PDO grant
- Applicants proposing sites that are within the VAMC catchment area but are a significant distance from their current location must describe in the Abstract section of the application how they will address relevant impacts (e.g., proximity to VA, employment, transportation)
- Applicants must provide the same level (or better) of staffing and services as described in their FY 2020 PDO application, or as modified through an approved change of scope



Operational Commitment

38 CFR 61.67 Recovery Provisions

Grant amount (dollars in thousands)	Years of operation
0-250	7
251-500	8
501-750	9
751-1,000	10
1,001-1,250	11
1,251-1,500	12
1,501-1,750	13
1,751-2,000	14
2,001-2,250	15
2,251-2,500	16
2,501-2,750	17
2,751-3,000	18
Over 3,000	20

- Real Property Disposition requirements do not apply (OMB 2 CFR 200.311)
 - Per PL 116-315, Section 4201
- Successful applicants are subject to the recovery provisions of 38 CFR 61.67
 - Minimum required



Goals and Objectives

- Program's performance will be indicated by a decrease in the total number of GPD beds in a shared room and an increase in the total number of GPD beds in a private room (with private bathrooms) across all completed projects
- Projects expected to be completed in 18-24 months

Housing

- VA cannot predict all housing arrangements and circumstances
 - Applicants only propose plans that meet the requirement of the NOFO
- All applications will be evaluated against the requirements and guidance of the NOFO



Housing Specifications

- Funding must only to create individualized rooms with private baths
- Must meet requirements of 38 CRF 61.80 including NFPA 101 Life Safety Code
- Room characteristics
 - The minimum square footage for the private bedroom and private bathroom combined is 120 square feet
 - The bathroom must include shower and/or tub, sink and toilet
 - Neither the bedroom nor the bathroom facilities may be shared (e.g., no shared sink area outside the toilet room)
 - Rooms with partial walls are not acceptable

Housing Specifications

- Completed capital project will not result in re-using vacated congregate housing space for GPD beds
 - Expectation is that GPD homeless Veterans would not be placed in beds in that space in the future indefinitely;
 - Unless the space is later improved consistent with (or better than) the standards described in this NOFO
- Upon completion of the project, GPD beds in shared spaces must be reduced and GPD beds in private rooms must be increased



Award Information

- Grants awarded under this expected to start 3rd Quarter FY 2022
- To be responsive to the urgency of the National Emergency due to COVID–19, proposed projects should be carefully planned and limited in scope
- All projects are expected to be completed within 18-24 months of the award date

Funding Restrictions

- Funding cannot replace funding that was awarded under the capital grants awarded under VA-GPD-CG-FY2021 with a start date of October 1, 2021
- VA expects to award no more than \$75,000 total costs per authorized GPD PDO bed that will be improved under this grant
 - No more than \$4.5 million total costs per grant
- VA reserves the right to fund only those projects or portions of projects based on the percentage of use by VA and/or;
 - Based on the actual need of the capital improvement project to increase safety and reduce risk as determined by VA
 - Activities deemed outside of the scope of this NOFO will not be funded

Eligibility Information – Eligible Entities



*Are you
eligible?*

- Must be current GPD PDO grant recipient
 - Applied to NOFO VA-GPD-PDO-FY2020 and received a new GPD PDO grant with an award date of October 1, 2020 and with an end date of September 30, 2021 and;
 - Is eligible for an option year award starting October 1, 2022
- Does not include
 - Service Centers
 - TIP
 - Special Need
 - Case Management

Eligibility Information – Eligible Entities



- Current GPD grantees must maintain their status as 501(c)(3) or 501(c)(19) non-profit organization, State or local government or recognized Indian Tribal government
 - Meet the definitions of non-profit organization or public entity in 38 CFR 61.1
 - Continue to be GPD Per Diem Only (PDO) recipient
 - Re-apply successfully continue to operate PDO
- Recovery provisions 38 CFR 61.67 apply
- *Real property disposition requirements (2 CFR 200.311) do not apply under this NOFO*

Eligibility Information

- Eligible activities include acquiring, constructing and/or rehabilitating real property
 - Purpose of increasing individual unit style housing,
 - Decreasing congregate living spaces and
 - Improving the safety and health for Veterans served at an existing GPD facility



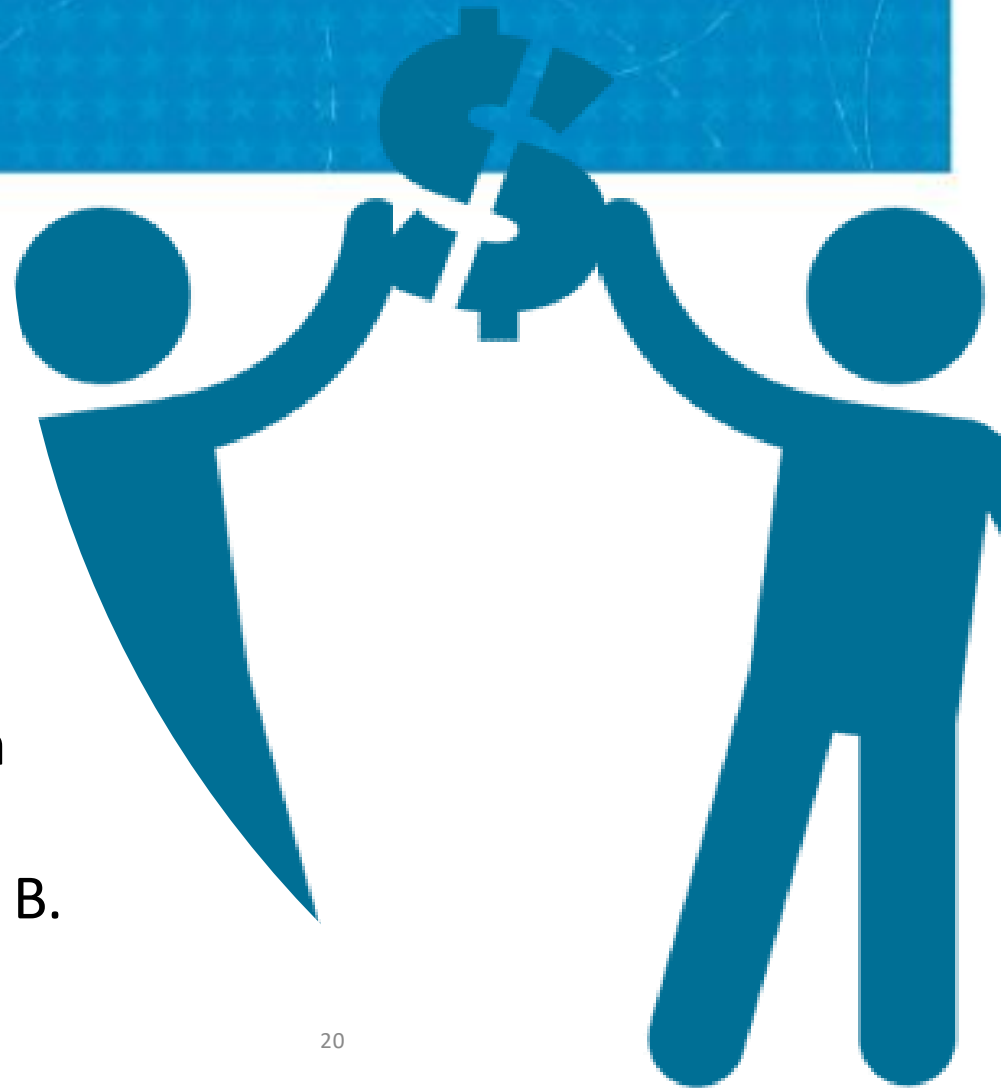
Eligibility Information



- Applicants are limited to one application per currently active GPD PDO grant, per VA medical facility catchment area
- Applications for this capital grant must be from the same organization with the same EIN as is associated with the currently active GPD PDO FAIN

Eligibility- Cost Sharing

-
- **No matching funds required**
 - VA will fund 100% of the awarded project up to the maximum award \$4.5 million
 - Important: Review Section II. B. Funding Restrictions



Scenario 1

Current Configuration:

- GPD grantee has a PDO grant for 12 beds that are located in a larger congregate shelter facility that serves 200 individuals.
- All 12 GPD beds are in a single open bay and a large shared bathroom down the hall.
- This site uses a series of open bays for all the individuals they serve.

Proposal:

Capital Grant application proposes to acquire 4 townhomes that have 3 bedrooms and 3 bathrooms in each of them and relocate the 12 GPD beds.

- **Is relocating and acquiring a new facility permissible?** **Yes**, provided the configuration meets minimum NOFA standards (120 sq ft for room/bathroom), site will meet Life Safety Code, and services can be delivered per the current PDO application.
 - Those with Low Demand models will need to keep in mind 24/7 supervision requirement.
- **Can the grantee purchase a 5th townhome and add 3 more beds to their grant?** **No**, increasing authorized beds is not an eligible activity.
- **What if the acquisition cost of the 4 townhomes is greater than \$900,000 (12 beds x \$75,000)?** The grantee would need to identify alternate funding to support costs in excess of \$75,000/bed.

Scenario 2

Current Configuration:

- GPD grantee has a PDO grant for 90 beds.
- Currently, Veterans are served in triple occupancy rooms that are 300 sq ft each, including a shared bathroom.

Proposal:

Capital grant application proposes to renovate the existing space transforming each 300 sq ft space into two 150 sq ft individual rooms with individual bathrooms. Grantee will only be able to serve 60 veterans once renovation is complete.

- **What are the grantees options with regard to the 30 beds that will be lost as a result of creating individual spaces?**
 1. Request a reduction in beds from 90 to 60 if the beds are no longer needed in the community.
 2. Request to acquire a new site that will provide individual rooms/bathrooms for the remaining 30 beds (must meet LSC and be located within the VAMC catchment area)

Scenario 3

Current Configuration:

- GPD grantee has a PDO grant for 120 beds.
- Facility has a variety of GPD room configurations, including quadruple occupancy and an open bay area.

Proposal:

Capital grant application proposes to convert all rooms to double occupancy with a bathroom in each.

- **Is this configuration permissible?** **No**. All spaces remodeled with capital funds must result in individual bedrooms and bathrooms; minimum 120 sq ft; no partial walls; no portion of the room/bathroom is shared; space must meet LSC.
- **Can we remodel only a portion of the GPD beds (e.g., 20 beds) to create individual rooms/bathrooms?** **Yes**. Grantees are not required to convert all beds. However, in this example of only remodeling 20 beds, the maximum capital request would be \$1.5 million.

Scenario 4

Current Configuration:

- GPD grantee has a PDO grant for 30 beds.
- Facility has 40 total beds (10 non-Veterans under another funding source).
- The facility cannot be reconfigured to meet the requirements of the NOFO (or it is not cost-effective).

Proposal:

Capital grant application proposes to acquire a new site that has 40 individual rooms/bathrooms for \$2.25 million.

- **Can the grantee request \$2.25 million for all 40 beds? No.** Although the request is within the NOFO funding limits (30 beds x \$75,000), VA cannot provide funding for non-GPD beds.
 - The request would need to be prorated for the cost associated with the 30 GPD beds (\$1,687,500).
- **Are appraisals and closing costs allowable? Yes.** However, in the scenario above these costs would also need to be prorated based on the number of GPD beds.

Eligible Funding Activities

Can a grantee upgrade flooring, replace the roof, and install new HVAC units as part of the renovation?

Justification for all rehabilitation activities proposed must be necessary to make the building suitable to provide individualized spaces for Veterans. Funding is not to support aesthetical enhancements.

Example 1:

- Replacing old laminate flooring with wood floors throughout the facility would not be allowable
- Replacing existing laminate flooring with new laminate flooring because walls were moved to create individual spaces and not having a continuous flooring surface is a safety hazard would be allowable

Example 2:

- Replacing an old roof throughout the facility would not be allowable
- A grantee doing new construction to add a wing onto their existing facility to create individual spaces would be able to include the roof costs associated with the new wing in their budget

Example 3:

- Replacing old existing HVAC units in the facility would not be allowable
- If the grantee needed to install a higher capacity HVAC unit to facilitate the increase in the number of individual rooms being created, this would be allowable

Application and Submission Information

- Applicants must include all required documents in their application submission as described in section Application Documentation Required
- Submission of an incorrect, incomplete, inconsistent, unclear or incorrectly formatted application package will result in the application being rejected



Application Documentation Required

View Burden Statement

OMB Number: 4840-0044
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

*** 1. Type of Submission:**
☐ Preapplication
☐ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**
☐ New
☐ Continuation
☐ Revision

*** 3. Date Received:**

*** 4. Applicant Identifier:**

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

d. Address:

*** Street1:**

*** Street2:**

*** City:**

*** County/Parish:**

*** State:**

*** Province:**

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

*** First Name:**

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

- Application for Federal Assistance (SF-424)
- Applicants do not need to submit the SF-424D with the application. Instead, the applicant agrees to the assurances by maintaining an active registration in the System for Award Management (SAM)

Application Documentation Required

- State/local government entities must provide as an attachment to the application a copy of any comments or recommendations by approved state and area-wide clearinghouses pursuant to Executive Order 12372
- Applicants must provide a current EIN, Data Universal Numbering System (DUNS) number, a valid Unique Entity Identifier (UEI) and a SAM expiration date
- NOTE: Applicants are required to be registered in Systems for Award Management (SAM) before submitting an application
 - Must continue to *maintain an active SAM registration with current information at all times* during which they have an active Federal award or an application under consideration by a Federal awarding agency

Application Documentation Required –Project Summary

- Project Summary information

- Name and station number of the VA medical facility whose catchment area includes the GPD facility requested in this application.
- VISN number.
- Name(s) and number(s) of the Continuum of Care (CoC) that includes the GPD facility requested in this application.
- FY 2021 PDO FAIN.
- Address(es) of sites that will be improved by this proposed capital grant: address, city, state, zip code + four-digit extension, county, congressional district.
 - NOTE: Applicants proposing to move locations should provide the new address; not the current facility location.

- Project Summary information

- Per capital grant site address, identify the number of GPD beds that will be improved, housing model(s), amount of requested VA capital funding, and whether the grant activity will be acquisition, construction and/or rehabilitation.
- Address(es) of sites currently approved under the PDO FAIN that no longer will be used upon completion of the proposed capital project, if applicable.
- Total number of approved GPD PDO beds under the PDO FAIN

Application Documentation Required

- Total approved GPD PDO beds proposed to be changed as part of this capital grant from beds in a shared space to beds in a private room (with a private bath)
- Total approved GPD PDO beds *not* proposed to be changed as part of this capital grant that will remain in a shared space(s), if any
- Total funds requested
 - up to \$75,000 per authorized GPD PDO bed proposed to be changed
 - not to exceed \$4.5 million per application
- The number of GPD beds proposed to be changed as part of this capital grant tied to number of beds in shared room(s)

Application Documentation

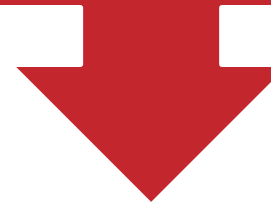
- Abstract

- Approximately 500 words
- Should be a narrative description of how the facility's space is configured currently compared to how it will be configured
- Summary of how the capital project will increase individual unit style transitional housing, reduce congregate style transitional housing and provide safer, healthier spaces for Veterans
- Include your expected start date and expected completion date for the proposed capital activity



Application and
Submission
Information

Detailed Application Design describes your
proposed project



VA reviewers will focus on how the detailed
application design

Outreach

Project plan

Ability

Need

Coordination

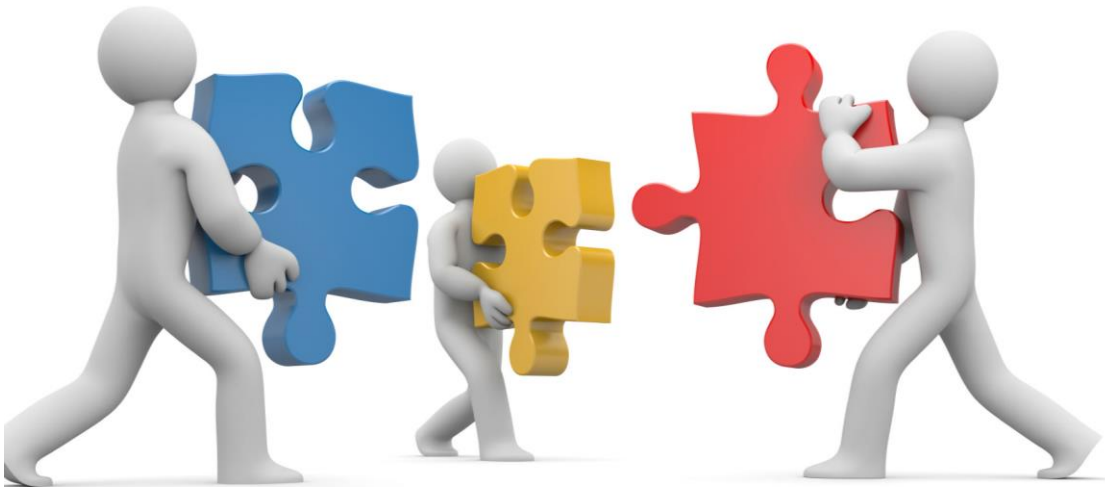
Application and Submission Information



Need

- Describe the needs that exist within congregate or shared living spaces under your PDO grant
- Tie these needs to risk created by National Emergency due to COVID-19 to make a clear and compelling case for this capital grant
- Reviewers will consider the degree to which risk is reduced when scoring applications

Application and Submission Information



Project Plan

- Describes your plans that will result in accomplishing the proposed capital grant project.
- Discusses current state and proposed new state for living space for homeless Veterans
 - Moving from shared to individual living space



Application and Submission Information

Outreach:

- Discusses how creating the proposed private beds (with private bathrooms) would allow you to outreach to additional Veterans who you are not currently able to serve because of the need for physical distancing



Application and Submission Information

Ability

- Describes your ability to accomplish the proposed project
- Discuss relevant staff expertise that would impact your ability to execute a capital project



Application and Submission Information

Coordination

- Describes how your agency coordinated the proposed capital project
 - Directly with the VA medical facility Director (or the appropriate authorized VA medical facility representative per the local VA medical facility's practice), with the
 - Continuum of Care (CoC)
 - Other relevant capital development partners about the proposed project.

CONFIDENCE LEVEL



— **INVINCIBLE**

— **STRONG**

— **STEADY**

— **BUILDING**

— **FAIR**

Completion Confidence

- The reviewers will give up to 50 points related to their confidence that the applicant has successfully demonstrated project will be completed as described in the application.

Application Documentation Required – Budget

- In approximately 500 words, provide a budget narrative justifying the requested costs
 - Include a paragraph commenting on the organization's financial stability, and ability to meet the management standards described in 2 C.F.R. part 200
- The total dollar amount in narrative **must match amount(s) on the SF-424 and elsewhere in the application**
- Applicants must attach an itemized detailed budget table
 - Spreadsheet or table format
 - Include per unit calculations
 - Corresponds to the budget narrative
 - Budget for site costs required for Federally funded capital projects
 - NEPA, LSC, ADA, Historic Preservation

VA's Grant and Per Diem (GPD) Program Capital Grant Budget Template				
Name of Organization:				
VA Medical Center:				
Proposed Site Address(es)				
Total Grant Funds Requested:		\$0.00Note: Amount must match the Federal funding amount on the SF-424 (box 18a)		
Applicant must attach a narrative explaining the requested costs, including the Federal cost principles in 2 C.F.R. part 200, 49 CFR part 101, 48 CFR part 101, and 48 CFR part 101.101. The narrative must also include a paragraph commenting on the organization's financial stability, and ability to meet the management standards described in 2 C.F.R. part 200.				
NOTE: Since all applicants must follow applicable budget requirements, including the Federal cost principles in 2 C.F.R. part 200, 49 CFR part 101, 48 CFR part 101, and 48 CFR part 101.101, the following information is provided for your reference: • Applicants may budget for construction, equipment, and other direct costs, but may not budget for indirect costs, including salaries and benefits, except as provided in the SF-424. • Applicants may budget for salaries and benefits, but may not budget for salaries and benefits for personnel who are not directly involved in the project. • Applicants may budget for salaries and benefits for personnel who are not directly involved in the project, but may not budget for salaries and benefits for personnel who are directly involved in the project.				
Additional relevant regulatory references are included: • 38 USC 1602 – capital costs • 2 C.F.R. 200.20 – equipment risk factor • 2 C.F.R. 200.400 – equipment availability • 2 C.F.R. 200.401 – insurance availability				
	Total Costs	Unallowable Costs	Total Allowable Costs	Notes/Comments on Major Expenses
Administrative and Legal Expenses				
Architectural and Engineering Fees				
Real Property Acquisition Costs				
Construction				
Insurance				
Permits				
Electrical				
Plumbing				
Demolition				
Relocation Expenses				
Equipment				
Contingencies				
Miscellaneous				
TOTAL COSTS	\$0.00	\$0.00	\$0.00	
Comments :				

Sample budget table



Application Documentation Required – Site Control

- Are you able to demonstrate site control (as described in 38 CFR 61.17) for at least the minimum period during which the recovery provisions are in effect (38 CFR 61.67)
 - How site control achieved
 - Copy of site control documentation

Commitment
is what transforms
a promise into reality.

—Abraham Lincoln

- By signing and submitting this application for Federal assistance, I agree to the following:
 - The scope of services under the associated PDO grant will be the same (or better) upon completion of the proposed capital project.
 - The applicant organization commits to implementing a low barrier approach to providing services to Veterans, which generally means admission occurs on the same day or within 24-48 hours, as described in the Definitions section of this NOFO.
 - Upon completion of the project every bed proposed as part of this capital grant application will be in a private room with walls that go to the ceiling and with a private bathroom and with at least the minimum square footage.
 - Funding requested under this grant will be used only for capital expenditures to improve GPD beds.
 - The applicant organization commits to demonstrating compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601-4655) prior to release of payments by GPD.
 - The project is planned to be completed within 18-24 months.
 - The applicant organization intends to submit a strongly competitive application for the next Per Diem Only transitional housing grant opportunity and maintain an active PDO transitional housing grant at least until the expiration of the period during which VA could seek recovery under 38 C.F.R. 61.67.
 - Title to the site will vest solely in the applicant organization and the site will be insured to the same extent as a site bought with our own funds.
 - The applicant does not have any past due SF-425 Federal Financial Report (FFR) or any other outstanding requirement under any GPD grant at the time of application.

Certifications

Application Documentation -Attachments

- SF-424 Application for Federal Assistance – **required**
- Comments or recommendations by approved state and area-wide clearinghouses pursuant to Executive Order 12372 if any – **required only for State/local government entities**
- Letter(s) of coordination – **optional**
- Budget table (e.g., spreadsheet) – **required**
- Third-party documentation (e.g., a plan from an architect, contractor or other building professional including estimated costs) – **optional**
- Photos, drawings, single short video (approximately 3 minutes or less) – **optional**
- Timeline of milestone accomplishments, dates and configuration(s) upon completion – **optional**
- Site control documentation (e.g., a deed, an executed contract of sale or a capital lease as described in 38 CFR 61.17) – **optional**

Application Review Information

- Submission of an incorrect, incomplete or incorrectly formatted application package will result in the application being rejected at threshold and not considered for award.
- Applications that meet threshold will be scored consistent with criteria described in 38 C.F.R. 61.13
- Reviewers will give consideration to capital projects that reduce risk
- Reviewers will give consideration to capital projects that are capable of completion within 18-24 months of the award date and demonstrate a commitment to providing a low barrier approach to services

Application Review Information

- VA will provide funding to all eligible applicants in score order as described in this NOFO until funding is exhausted
 - Funding not guaranteed
- Conditionally selected applicants may be asked to submit additional information
 - Applicants will be notified of the deadline to submit such information
- VA may negotiate arrangements with conditionally selected applicants and will incorporate any changes into the grant agreement
- VA may not make a Federal award to an applicant if the applicant has not complied with all applicable UEI and/or SAM requirements

Award Administration



- GPD National Program Office expects to announce grant awards in the third quarter of Fiscal Year 2022 (i.e., April-June 2022)
- The GPD Office will notify both successful and unsuccessful applicants
- A grant agreement with a VA signature is evidence of an award and is an authorizing document allowing costs to be incurred against the grant award

Award Administration

- VA allows pre-award costs to be charged to the grant.
- Applicants may incur eligible project costs up to 90 calendar days before the start of the award
- Pre award cost prior to 90 days before the award require written approval from GPD Office
- Any costs incurred before the VA makes the award are at the applicant's risk



Issues noted in FY 2021 Capital NOFO

- Applicants that were ineligible
- Requests that did not fall within the funding limitations
 - Two limitations: cost per bed and total award
 - Request must comply with both limitations
- Do not propose project plans that include a temporary site (hotel) as part of the plan
- Very brief answers, that do not fully respond to the questions
- Letter of Coordination from VA is for a different type of grant
- Total project cost is substantially larger than the request from VA, which left a large funding gap with no explanation of how the gap would be filled

Final thoughts

Read the NOFO carefully, this webinar is only a summary.

The NOFO is the official funding notice

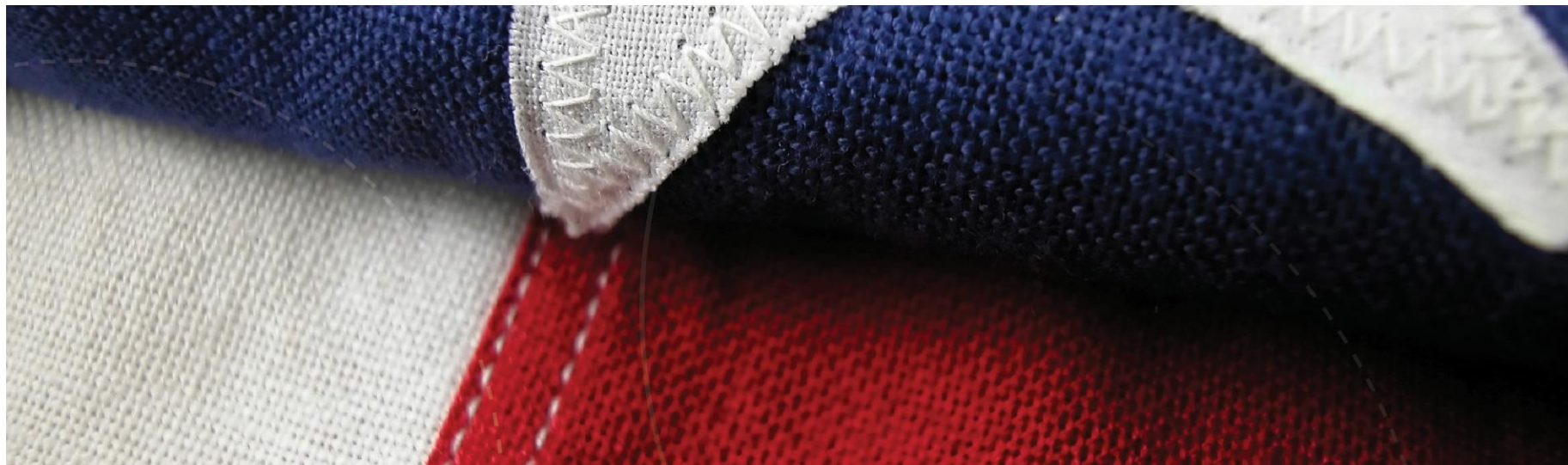
Read the NOFO prior to sending technical assistance inquiries to gpdgrants@va.gov

Do not delay in preparing and submitting your grant application

Letters of coordination from community partners and VA often take time to process

Avoid the risk of unanticipated delays, computer service outages or other submission-related problems that might result in ineligibility

Be sure responses provided in application are clear and answer the question completely



**Grant and Per Diem Fiscal Year (FY) 2022
Capital Grant Notice of Funding
Opportunity (NOFO)
Part II**

VHA Homeless Programs Grants Management System (SmartSimple) Demonstration

SmartSimple Application Access

SmartSimple Website:

https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

- New users will need to **Register**
- Existing users' login with their **Email and Password**

VHA Homeless Grants: SSVF and GPD

Login

Email

Password

Log In

Forgot Password?

New to the System?

Register

Welcome to VHA Homeless Program Grants

Welcome to the Department of Veterans Affairs grants management portal for VHA's Homeless Programs Office. This portal supports a variety of grant functions associated with the Supportive Services for Veteran Families (SSVF) and Grant and Per Diem (GPD) Programs.

SmartSimple Registration

- **Charitable Organization**
 - Nonprofit;
 - Tribal organization; or
 - Public/Indian housing authority
- **State & Local Government**
 - City/township gov't;
 - County gov't; or
 - State gov't

VHA Homeless Grants: SSVF and GPD

Registration Options

If you are a nonprofit, tribal organization, public/Indian housing authority or consumer cooperative, please select the Charitable Organization registration.

If you are a city/township government, county government or state government, please select the State and Local Government registration.

Charitable Organization

State and Local Government

SmartSimple Registration

- Organization search utilizes the IRS database to complete the organization registration for Charitable Organizations
- At minimum, **enter your EIN** and click Search

VHA Homeless Grants: SSVF and GPD

Organization Search



The organization search utilizes the IRS database to complete the organization name and click Search to continue.



SmartSimple Registration

- *SmartSimple* searches the IRS database for organizations registered with your Name and EIN/Tax ID
- **Select the Organization record that corresponds to your agency**
- If you do not see your organization select 'refine search' and confirm your typed in your organization information correctly or that your organization is actively registered with the IRS

VHA Homeless Grants: SSVF and GPD						
Organizations						
Q Refine Search						
#	EIN	Legal Name	Address	City	State	Postal Code
1.	410698597	SALVATION ARMY	2445 PRIOR AVE N	ROSEVILLE	MN	55113-2714
2.	237069550	CLEARWATER SALVATION ARMY TRUST	PO BOX 8070	CLEARWATER	FL	33758-8070
3.	546104608	CORA D LYONS TR FBO SALVATION ARMY	PO BOX 1908	ORLANDO	FL	32802-1908
4.	546243990	TRUST F B O SALVATION ARMY STAUNTON U/A HERBERT H HENLEY	PO BOX 40200 FL9-300-01-16	JACKSONVILLE	FL	32203-0200
5.	586376280	D CARTIN TR FBO SALVATION ARMY	PO BOX 40200 FL9-300-01-16	JACKSONVILLE	FL	32203-0200

SmartSimple Registration

- **Legal Name** – by default is written in all capitals (ex. THE SALVATION ARMY)
- **Organization Name** – must be written in standard business format (ex. The Salvation Army)
- **Charitable Organizations**
 - Most organization info will pre-populate from IRS database
 - Fields highlighted in grey cannot be edited at this stage
 - Complete required fields and submit
- **State & Local Government**
 - All fields are blank and will need to be completed
 - Does not pre-populate from IRS database

The screenshot shows the 'VHA Homeless Grants: SSVF and GPD' registration page. The header is blue with the title and a 'Registration' link. Below the header is a section titled 'Organization Information' with a 'Search IRS Database' button. A note with an information icon states: 'Note, the organization address identified below is pulled from the IRS database associated with your organizations tax ID number. Grant applicants will have an opportunity to update this information, if needed, once your account has been created.' The form contains several fields: '* Legal Name' (pre-filled with 'THE SALVATION ARMY'), '* Organization Name' (empty), 'DBA or AKA' (empty), and '* Address' (pre-filled with '5550 PRAIRIE STONE PARKW'). The fields for 'Legal Name' and 'Address' are highlighted in grey, indicating they are pre-populated and cannot be edited at this stage.

SmartSimple Registration

- **Tax ID (EIN)** – 9 digits; no dashes or spaces
- **DUNS** - 9 digits; no dashes or spaces
 - Organizations with multiple DUNS, must ensure you are registering with the correct DUNS
 - Using the wrong DUNS or a Typo will result in duplicate organization records
- **Unique Entity Identifier (UEI)**
- **Contact Information** – Name and Email Address

Organization Information

Instructions

Required fields are marked with an asterisk "*".

* Legal Name

GPD TESTING, INC

* Organization Name

GPD Testing, Inc.

DBA or AKA

* Address

123 Test Street

Address 2

* City

Tampa

State

Florida

* Postal Code

336170000

* Tax ID

000000099

* DUNS

000000099

UEI

Web Site

Contact Information

* First Name

Chelsea

* Last Name

Watson

Title

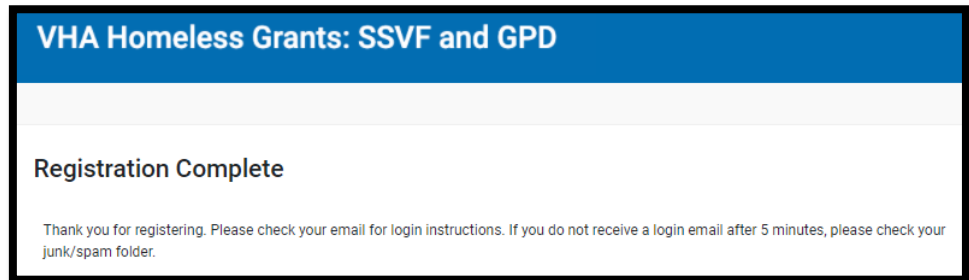
* Email

grantperdiem@gmail.com

Submit

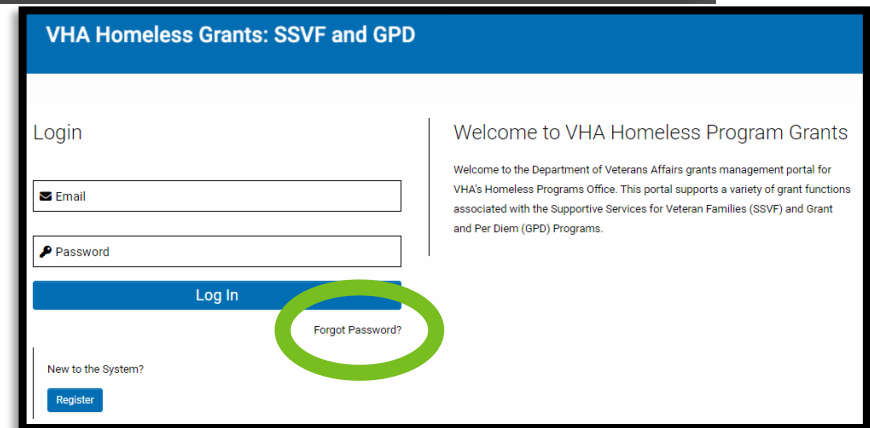
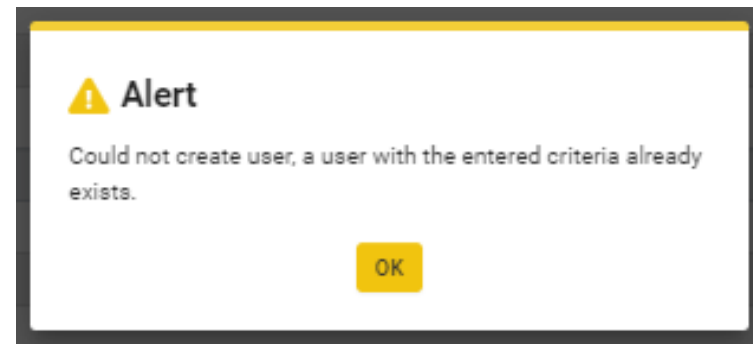
SmartSimple Registration

- Once complete an email will be sent with your **username** and **password**
- If you don't see the email within 5 min check your junk/spam folder
 - The email will be from no-reply@udpaas.com
 - Add this email to your list of safe senders



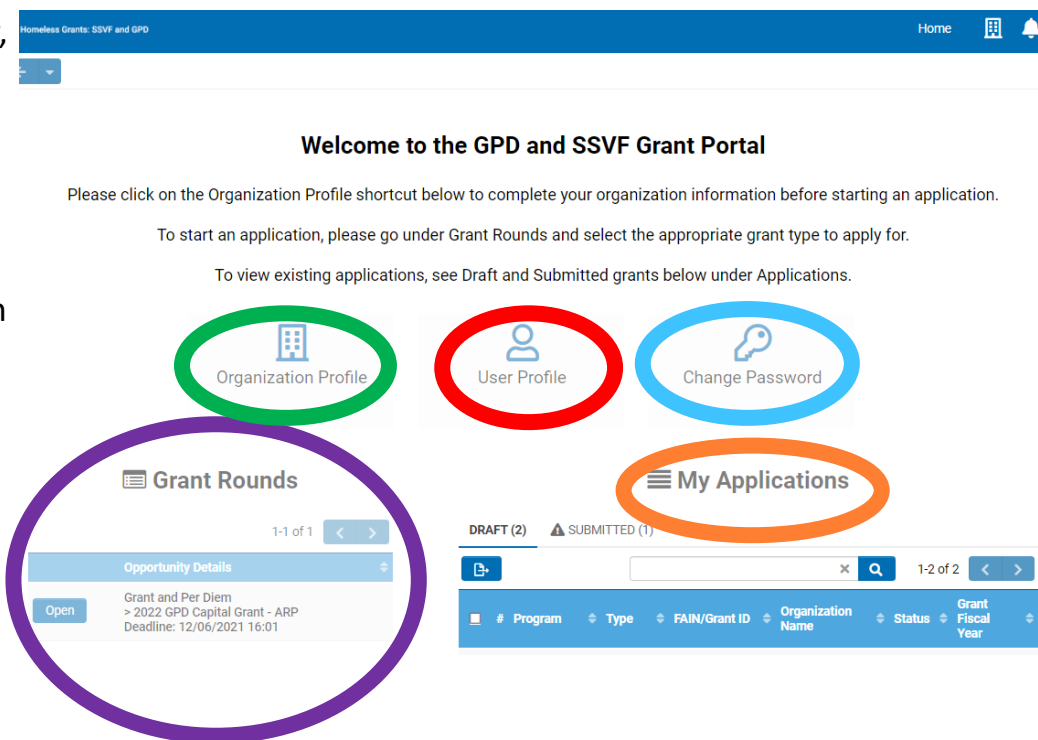
SmartSimple Registration

- Alert means the user's email is already in the *SmartSimple* system
 - *SmartSimple* does not allow duplicate email addresses
- User should go to the [SmartSimple homepage](#) and select '**Forgot Password?**' link to request a new temporary password.
 - Check your spam/Junk folders for email



SmartSimple Welcome Screen

- **Organization Profile** – may *edit* organization information that was populated during registration (i.e., agency address, phone number, website)
- **User Profile** – may *edit* individual user contact information (i.e., phone number, title, email address)
- **Change Password** – update your temporary password emailed during registration
- **Grant Rounds** – Open funding opportunities for GPD or SSVF Programs will be listed here
 - Select Open to start a new application
- **My Applications** – Once you have started an application they can be accessed under the Draft tab or the Submitted tab



SmartSimple Login: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp

